

JOB DESCRIPTION

JOB TITLE: Administrative Services Manager

GRADE: 21

JOB CODE: 1125

EST. DATE: 7-1-06

GENERAL FUNCTION: Under the direction of the local health department director or other appropriate management staff, carries a substantial managerial responsibility for several complex administrative functions that support the overall programs and services of the agency. Responsibilities typically include: implementing departmental policy; assisting in preparing, monitoring and analyzing agency budget; personnel management and administering personnel policies and procedures for regular staff; designing and implementing administrative systems; formulating department or unit policy; procurement, acquiring equipment and supplies; contracts for materials or services; records management and security. The job requires incumbents to communicate in a consultative manner with other organizational units, managers and to frequently interact with staff to accomplish individual and unit goals an objective. Planning is an integral aspect of the position with consideration or integration of multiple factors, issues, and/or strategic concerns in order to optimize objectives.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Manages a variety of complex operational functions. Examples may include procurement, audits, contracts, inventory control, personnel, training coordination, property management, safety, security. records, housekeeping, maintenance/construction, planning/management analysis or other areas.

Oversee the preparation, analysis, negotiation, and review of contracts related to the purchase or sale of equipment, material, supplies, products, or services, while serving as a contract administrator.

Coordinates administrative/operational service delivery functions to support the agency's mission.

Oversees the implementation and maintenance of automated reporting systems for administrative and program activities.

Coordinates purchasing and/or contract activities.

Conducts high level, complex analysis. Compiles and interprets statistical, demographic and performance target data. Analyzes business process and workflow and recommends improvements and enhancements.

Prepares and/or reviews budget/financial reports. Develops budget recommendations for operating expenditures and/or capitol outlay, personal services, equipment and materials, and maintains revenues as high as possible. Monitors expenditures.

Prepares and analyzes operational statistics, reports or other data.

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Participates in the development, evaluation, and maintenance of administrative programs, policies, and procedures to ensure consistency in achieving assigned functions.

Maintains knowledge of current policies, laws, trends and developments in the field by reading appropriate policy notices/interpretations or related materials and attending training sessions, meetings and conferences.

Provides technical assistance to others on administrative issues. May participate as a member of internal and external committees and task forces to assess policies, procedures and programs.

Guides and advises subordinates on procedural processes in areas of responsibilities. Informs subordinates of procedural changes and assists in problem resolution.

Monitors service delivery reporting systems (PSRS, EHMIS, and OASIS) to determine level of services compared to projected levels and administrative impact of services related to administrative functions.

Determines long and short term budgetary needs. Develops, documents and presents budgetary and expenditure proposals; monitors expenditures and department performance against the approved budget and general cost-effectiveness standards. Ensures that fiscal policies, procedures and records are consistent with requirements and contemporary accounting standards.

Determines number and types of positions needed. Assists in determining proper organizational structure and defining roles of divisions, work units and positions/employees in the department. Monitors effectiveness, resolves intra-department issues, adapts or modifies structure, as necessary, and assists in developing and defending proposals for additional or new structures and staffing levels.

Manages or supervises work-flow and activities of department support staff. Evaluates staff and creates a work environment conducive to creativity and teamwork. Establishes work procedures and standards to improve efficiency and effectiveness of assigned operations.

Manages vendors or vendor contracts. Ensures that performance expectations are met and takes corrective action when required. Oversees scheduling and customer contracts. Prepares proposal requests and bids as needed. Ensures that federal, state, and local laws, policies and procedures are maintained and met.

Recommends changes to policies and procedures. Ensures training and development of program area requirements.

Analyzes departmental administrative policies and procedures and develops and implements new ones where required.

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Represents the department in meetings committees and conferences on administrative matters affecting the assigned area.

Supervises assigned staff including hiring recommendations, determining workload, delegating assignments, training, monitoring and evaluating performance, and initiating corrective disciplinary actions including dismissal.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

SUPERVISION RECEIVED: Receives general direction of the local health department Director or Director of Administrative Services, working from broad goals and policies; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: Provides general supervision to assigned administrative or clerical staff.

JOB SPECIFICATIONS:

Knowledge:

- Knowledge of the methods and procedures of budget development and control.
- Knowledge of projects management, including planning, scheduling, monitoring, and problem solving.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of principles and processes for providing customer and personal services.
- Knowledge of the structure and content of the English language including meaning and spelling of words, rules of composition, and grammar.

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Skills:

- Good organizational skills, including scheduling of work related activities.

Abilities:

- Ability to develop and maintain effective working relationships at all levels within and outside of the department.
- Ability to prepare effective correspondence and reports.
- Moderate level of ability to use the computer and calculator.
- Ability to communicate verbally in an effective and sensitive manner in interpersonal situations.
- Ability to communicate information and ideas verbally and in writing so others will understand.
- Ability to listen to and understand the information presented through spoken words and sentences.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

Bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management. Three (3) years of experience in an administrative or management capacity, where fiscal and budgeting, personnel and planning, or closely related activities are demonstrated. Must define in working history, the ability to use and operate a computer with the appropriate software.

OR

A regular status employee of the classified service may be considered for this position if the employee has a High School diploma or GED. An individual may be considered for this position if the individual has eight (8) years of experience, which provides the required knowledge, skills and abilities. Education in the field will substitute for the required experience not to exceed five (5) years.

NOTE: New classification as of 7-1-06.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.